



ONE•COMMON•PORTAL

**User Guide**  
**Lodgement for Involuntary**  
**Winding Up**

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# OCP – Lodgement of Involuntary Winding Up

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## PURPOSE

This user guide acts as a reference for **Lodgement for Involuntary Winding Up** in the One Common Portal.

## GLOSSARY

The following acronyms are used frequently:

Term	Meaning
OCP	One Common Portal
ROCBN	Registry of Companies and Business Names

## FURTHER ASSISTANCE

If you have any questions or issues while using OCP, please call us at +673-2380505 or send an email to [info.rocbn@mofe.gov.bn](mailto:info.rocbn@mofe.gov.bn)

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# OCP – Lodgement of Involuntary Winding Up

**LODGEMENT FOR INVOLUNTARY WINDING UP (COURT ORDER)**

**Applicant**


Online User

Navigate to the OCP dashboard.

The screenshot displays the OCP dashboard interface. At the top, there is a header with the Ministry of Finance and Economy logo and the OCP logo. The user profile 'Muhammad Ashraf' is visible in the top right corner. The main content area is divided into several sections:

- My Entities:** A table listing registered entities. The 'My Entities' icon in the left sidebar is highlighted with a red box. The table has columns for Registration No, Name, User Role, and Status. The 'Steamboat Chronicles' row is highlighted with a red box.
- Unfinished Businesses:** A card showing a draft application for 'Station 103' with 05 days remaining.
- Finished Businesses:** A card showing an approved application for 'Abd Events' and a rejected application for 'Steamboat Chronicles'.
- Correspondence Details:** A card showing payment and penalty information.

Registered company will be displayed under the **My Entities** section or by clicking on

the  icon.

1. Click on a registered **Company Name**.

# OCP – Lodgement of Involuntary Winding Up

The **General Details** page will be displayed.

The screenshot displays the 'General Details' page for a company. On the left, a navigation menu includes 'General Details' (highlighted in blue), 'Addresses', 'Directors', 'Shareholders', 'Register of Controllers', and 'Filings'. The main content area is titled 'General Details' and 'Company'. It features a 'Company Status' section with 'Incorporated' and 'AGM Due D'. The 'Others' section contains 'Search Payment', 'Request Certificate', and 'Request Extract'. The 'Maintain Company' section lists various actions: 'Annual Return', 'Lodge General Form of Application to the Register', 'Change of Company Name', 'Update Memorandum & Articles of Association Details', 'Update Address Details', 'Update Shareholder Details', 'Update Director Details', 'Update Director Structure', 'Update Register of Controllers', 'Increase Share Capital', 'Allotment of Shares', 'Transfer Of Shares', 'Application to Strike Off Company', 'Lodgement for Voluntary Winding Up', 'Lodgement for Creditors Winding Up', 'Lodgement for Involuntary Winding Up (Court Order)' (highlighted with a red box), and 'Withdrawal of Striking Off Application'. At the top right, there are tabs for 'Actions', 'Admin', and 'Registry' (highlighted with a red box and the number '2').

2. Click on the **Registry** Lodgement for Involuntary Winding Up (Court Order) tab.

## **Note:**

- The company must be a local (Public or Private) or foreign company.
- The company has a status of 'Registered'.

# OCP – Lodgement of Involuntary Winding Up

The **Lodgement for Involuntary Winding Up (Court Order)** page will be displayed.

Lodgement for Involuntary Winding Up (Court Order)

Company Name 012 Sdn Bhd **RC00000027**

Company Status Registered

Dissolution Date 07-Nov-2020

Documents to be uploaded

Petition \* **Choose Files**

Affidavit \* **Choose Files**

Supporting Documents **Choose Files**

**Submit** Cancel

3. Enter the details for **Lodgement for Involuntary Winding Up (Court Order)** page as per the example below.

Field	Example
Dissolution Date	<i>Today's date</i>

4. Click on the **Choose Files** button to upload the required documents.
5. Click on the **Submit** button.

The Payment page will appear.

- For payment via credit card, refer to User Guide – Payment.
- For payment over the counter, take note of the Application ID and total payment and visit the ROCBN counter to make the payment.
- After payment is made, application will be submitted to ROCBN for review / approval.